2016 Budget Development Tool Instructions

Table of Contents

BDT Location

To access the Budget Development Tool, copy your department's shortcut from the global drive (**\\G:\Finance\BDT_BudgetShortcuts\"dept number_name")** to your desktop. Next, double click on your shortcut to open the database.

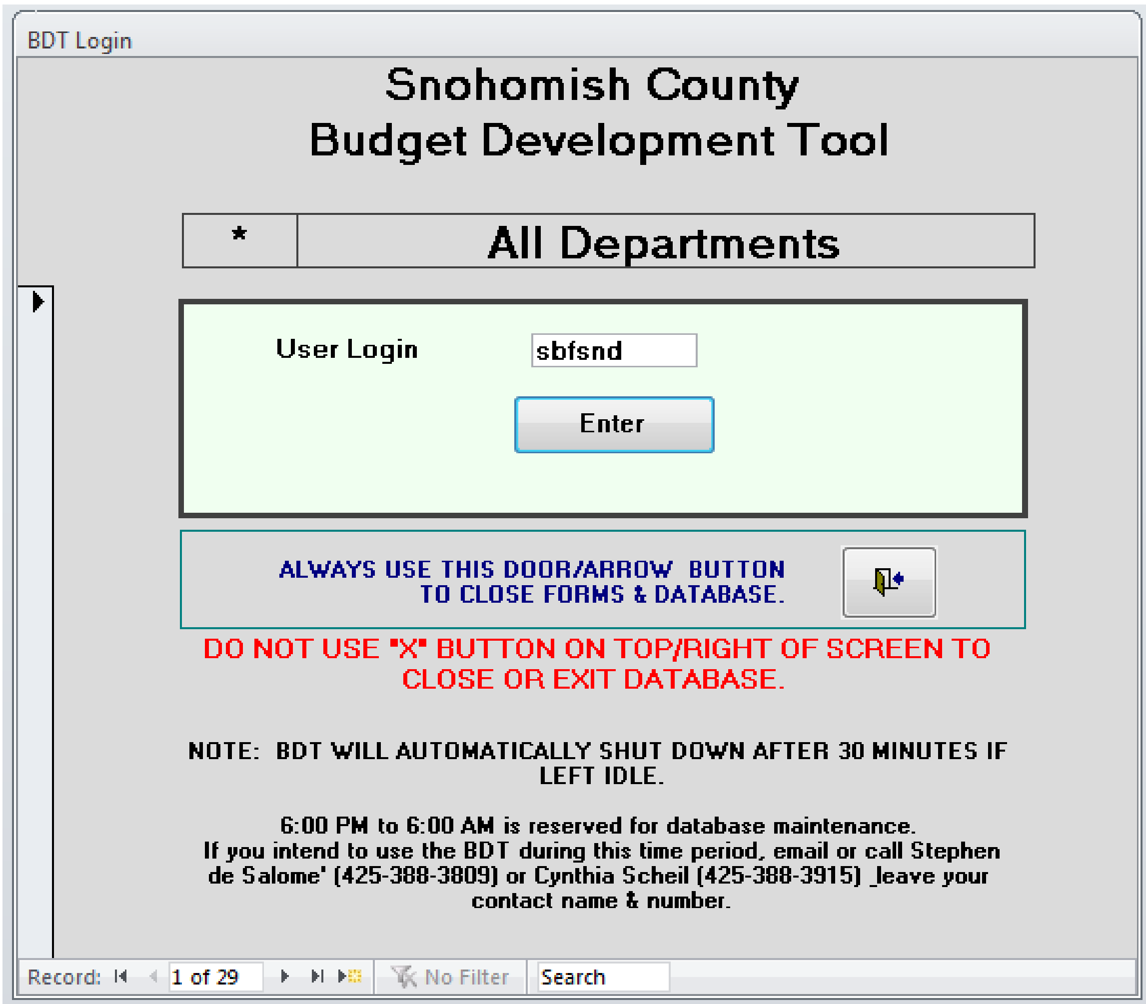
Contact Information

For BDT assistance, training, information on security and access to your department's BDT:

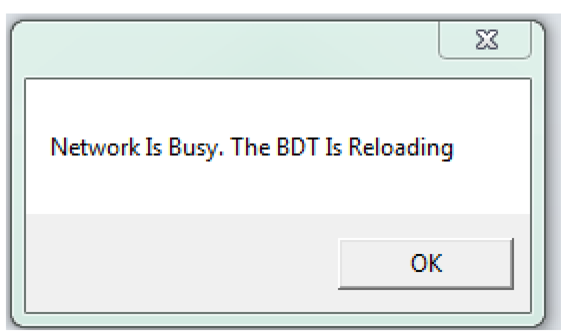
Stephen de Salome' (388-3809) Email: stephen.desalome@snoco.org or
Cynthia Scheil (388-3915) Email: cynthia.scheil@snoco.org.

Budget Development Tool – Entry Screen

When you enter the BDT you will first see this screen. Your network user id will be auto-filled into the User Login box. Click in the [ENTER] button to open the BDT.

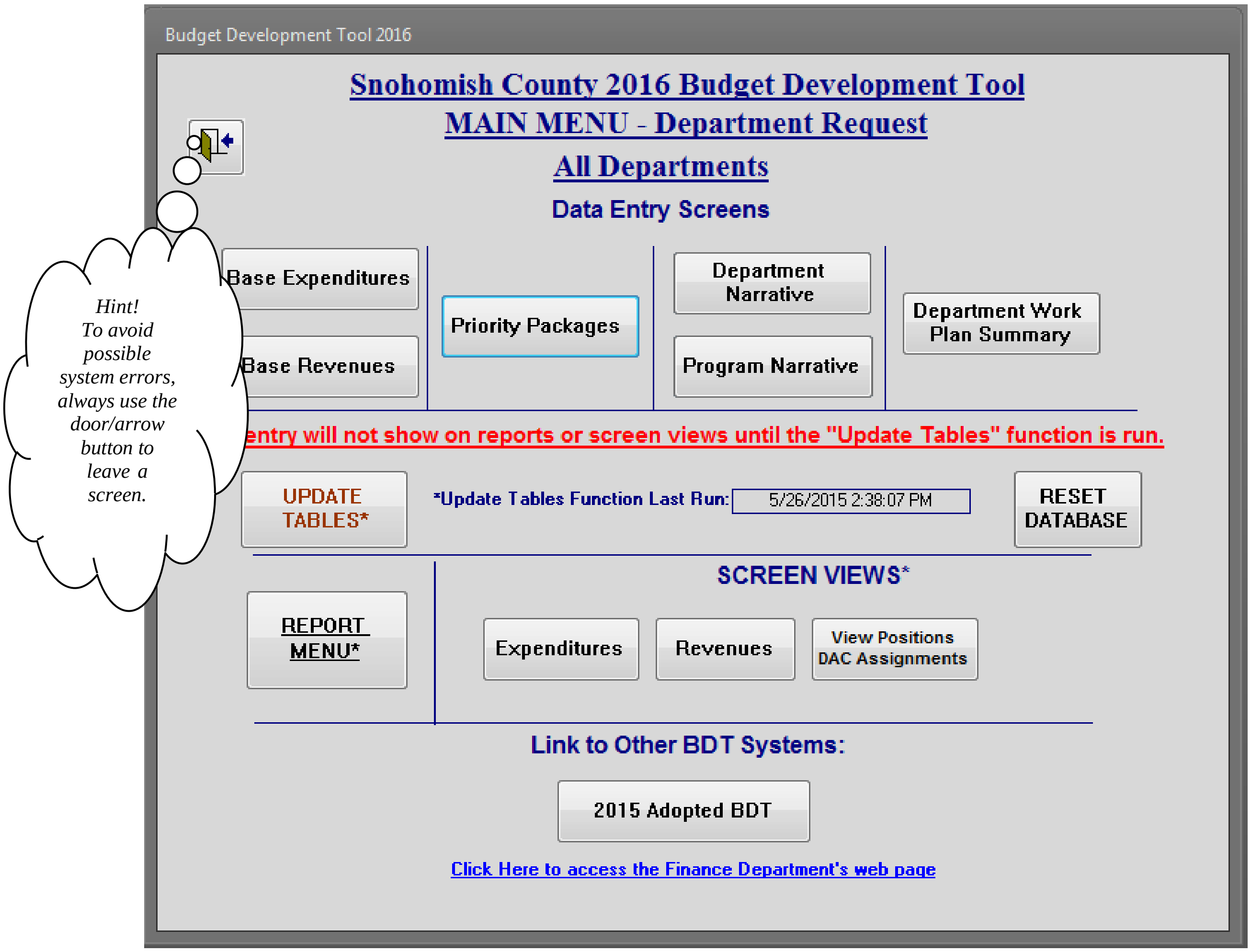


Note: If the network is slow you may receive this message on the screen. If this message box appears just click on the [OK] to open the BDT.



Budget Development Tool – Main Menu

All BDT data entry screens include a box in the upper left corner showing an arrow pointing at a door. Click this button to **close** an existing screen and move to the previous screen. Selecting this button from the Main Menu closes the BDT.



DATA ENTRY SCREENS are accessed by clicking on one of the six buttons toward the top of the Main Menu screen:

The "**Base Expenditures"** screen is used to explain current expenditure allocations.

The "**Base Revenues"** screen is used to update current revenue projections.

All changes in expenditures, new revenue and new position items and descriptions are entered through the "**Priority Packages**" selection.

The "**Department Narrative**", "**Program Narrative**", and "**Department Work Plan Summary**" sections have been "rolled over" from the 2015 BDT, and can be updated from these buttons.

Budget Development Tool – Main Menu

<u>**UPDATE TABLES FUNCTION**</u>: Select the "**Update Tables**" button to create summary tables and process revenue, expenditure and position changes. <u>You must run this process in order to view the most recent data in your screen views or reports</u>.

IMPORTANT!! If you attempt to run the update tables function while revenue/ expenditure screens or report views are open by you OR another user in your department, an error will occur and the update function will need to be rerun. (No data will be lost, but your reports could show invalid information until the update function processes correctly.) The "Update Tables" screen gives directions on how to proceed if an error occurs.

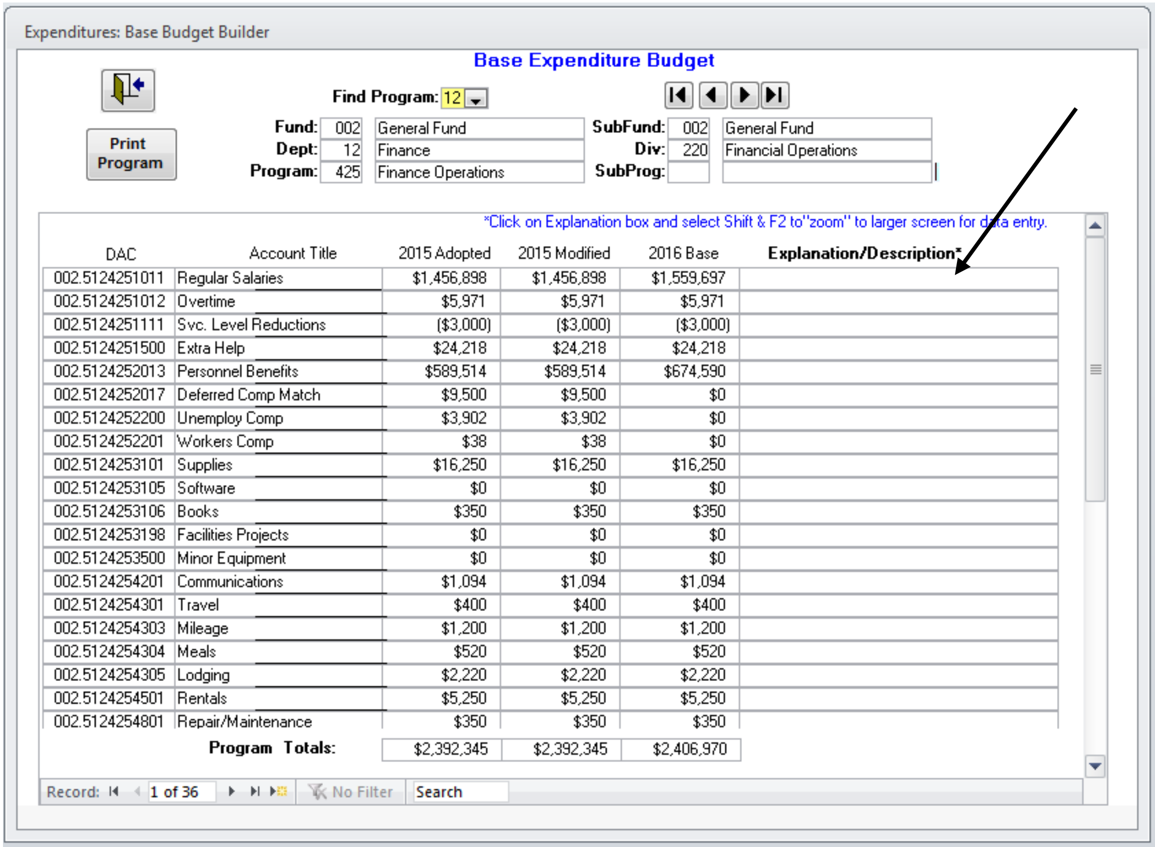
If reports are left open or BDT menus are incorrectly closed by any user in your department, the "wait" flag may not reset correctly. Use the "**Reset Database**" button to reset the flag, then run the Update Tables function again.

The <u>**SCREEN VIEWS**</u> section includes buttons to view **total expenditure and revenue budgets** at the program level. <u>These views provide a drill down to see if an object code has related priority packages</u>. A single program can be printed from these screens; to print multiple programs, use the "**Report Menu**" selection. The Report Menu contains a variety of reports and data extracts that are available to departments.

Also available from the Main menu are "**Links to Other BDT Systems**." There is a button for <u>2015 Adopted BDT</u>, and a link to the Snohomish County Internet 2016 Budget section at the bottom of the Main Menu.

Base Expenditures Detail

This screen is accessed from the "**Base Expenditures**" button on Main Menu, and is used to provide justification for your base budget amounts. Click on the "Explanation/ Description" field for each line. Select Shift & F2 to zoom to a larger data entry field.



DAC	Account Title	2015 Adopted	2015 Modified	2016 Base	Explanation/Description*
002.5124251011	Regular Salaries	$1,456,898	$1,456,898	$1,559,697	
002.5124251012	Overtime	$5,971	$5,971	$5,971	
002.5124251111	Svc. Level Reductions	($3,000)	($3,000)	($3,000)	
002.5124251500	Extra Help	$24,218	$24,218	$24,218	
002.5124252013	Personnel Benefits	$589,514	$589,514	$674,590	
002.5124252017	Deferred Comp Match	$9,500	$9,500	$0	
002.5124252200	Unemploy Comp	$3,902	$3,902	$0	
002.5124252201	Workers Comp	$38	$38	$0	
002.5124253101	Supplies	$16,250	$16,250	$16,250	
002.5124253105	Software	$0	$0	$0	
002.5124253106	Books	$350	$350	$350	
002.5124253198	Facilities Projects	$0	$0	$0	
002.5124253500	Minor Equipment	$0	$0	$0	
002.5124254201	Communications	$1,094	$1,094	$1,094	
002.5124254301	Travel	$400	$400	$400	
002.5124254303	Mileage	$1,200	$1,200	$1,200	
002.5124254304	Meals	$520	$520	$520	
002.5124254305	Lodging	$2,220	$2,220	$2,220	
002.5124254501	Rentals	$5,250	$5,250	$5,250	
002.5124254801	Repair/Maintenance	$350	$350	$350	
	Program Totals:	$2,392,345	$2,392,345	$2,406,970	

Use the **Find Program** drop down box or directional buttons to move between programs.

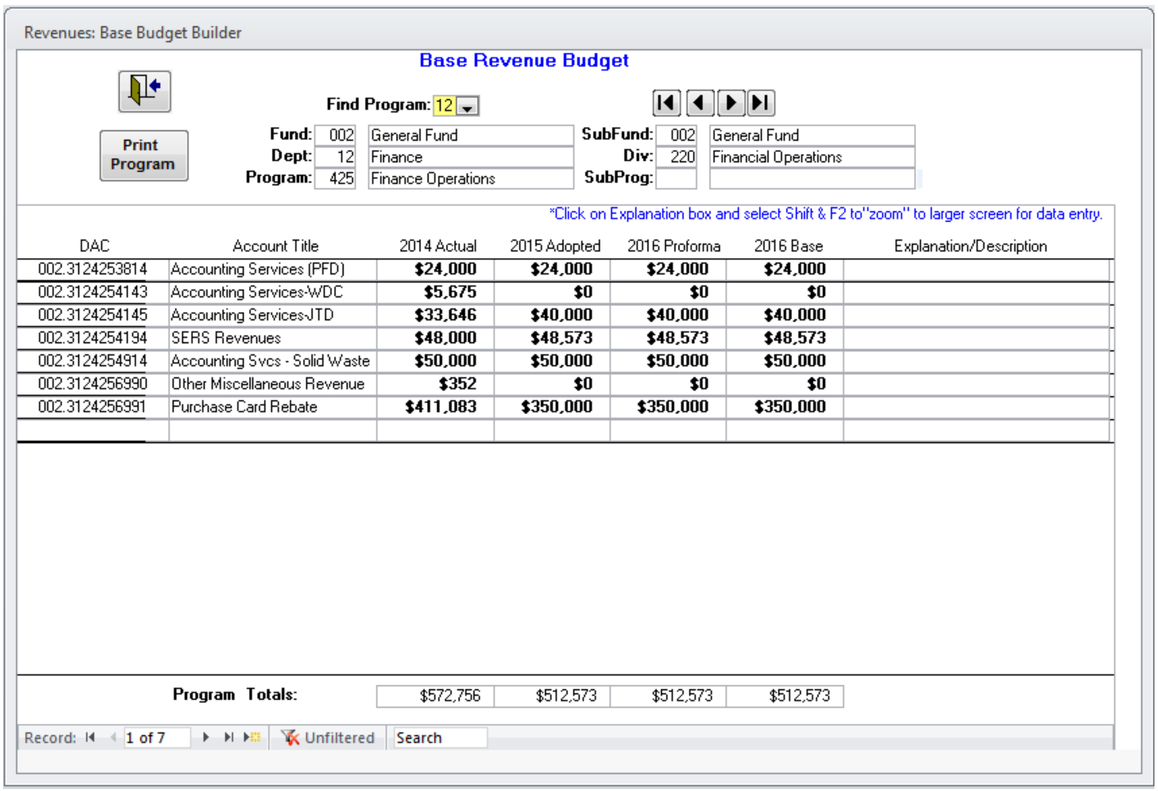
The **Salary (Object 1011) and Benefit (Object 2013) Expenditures** are calculated automatically based on the position information extracted from Highline in late May. The dollar amounts for these two line items CANNOT be overridden or changed unless you change the position data through a priority package.

Other expenditures, including overhead charges, have been loaded as part of base expenditures as explained in the 2016 Budget Instructions. Please provide justification for these base budget amounts in the "Explanation" field of the DAC. Any increase/decrease to the base budget amounts must be submitted through a priority package. Any changes to positions must be included in a priority package, and will be reviewed as an increase or decrease to the base budget.

Base (Current) Revenue Budget Detail

This screen is accessed from the **Base Revenues** button on the Main Menu. **Every Department MUST review and adjust base revenues. Your review of department revenue is more critical than ever in today's economic conditions. Departments are responsible for all revenue elements in your budget submittals.**

Use this screen to update and explain all your current revenue estimates, <u>unless the revenues are new dollars</u> generated specifically by a priority package. (Those dollars will be placed in the priority package.)



DAC	Account Title	2014 Actual	2015 Adopted	2016 Proforma	2016 Base	Explanation/Description
002.3124253814	Accounting Services (PFD)	$24,000	$24,000	$24,000	$24,000	
002.3124254143	Accounting Services-WDC	$5,675	$0	$0	$0	
002.3124254145	Accounting Services-JTD	$33,646	$40,000	$40,000	$40,000	
002.3124254194	SERS Revenues	$48,000	$48,573	$48,573	$48,573	
002.3124254914	Accounting Svcs - Solid Waste	$50,000	$50,000	$50,000	$50,000	
002.3124256990	Other Miscellaneous Revenue	$352	$0	$0	$0	
002.3124256991	Purchase Card Rebate	$411,083	$350,000	$350,000	$350,000	
Program Totals:		$572,756	$512,573	$512,573	$512,573	

Use the **Find Program** drop down box or directional buttons to move between programs.

Select the DAC line item that you wish to update. Enter the total amount of revenues for 2016 into the <u>2016 Base Field</u>. Please explain your request with an entry in the "Explanation" field. Select Shift & F2 to zoom the "Explanation" field larger.

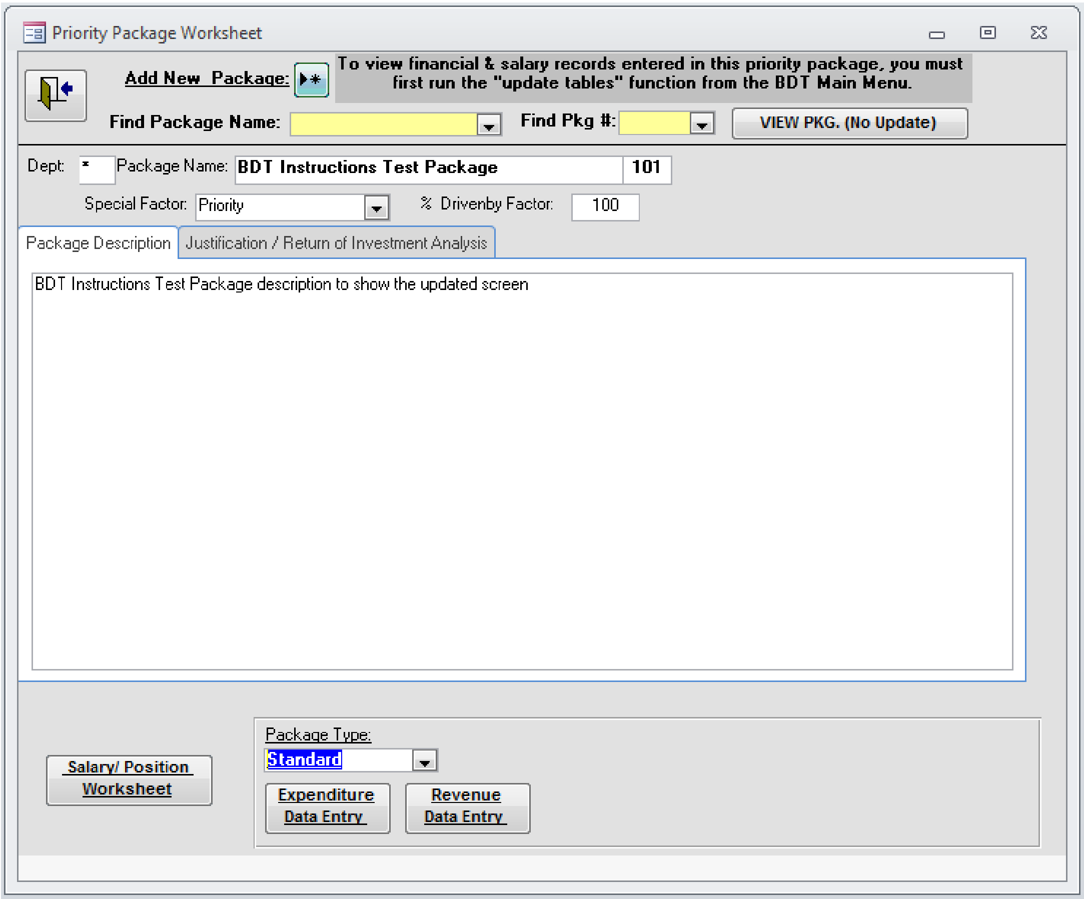
Select the **Print Program** button to print the current program's revenue report. This report only includes base revenues (new revenue items are not included here).

Priority Package Worksheet

Use the “Priority Package” button on the main menu to create and edit priority packages. The total BDT submission for each priority package (including text responding to the Description and Justification sections) shall not be longer than three pages.

Hint!
You can no longer DELETE a Priority Package and its associated expenses.

If this causes a problem for you, call Stephen at 388-3809 or Cynthia at 388-3915



Hint!
***[Shift]** + **[Enter]** saves the current record. Switching records also saves the data, but it’s a good idea to save frequently, especially if you’re entering a lot of data.*

Click the **“>*”** button to add a new priority package. Use the **Find Priority Package** drop down box(es) or directional buttons on the bottom of the screen to move between existing packages.

Type in a **unique Short Name** for each package. The short name is limited to 50 characters and cannot include the (+, # or %) character. Public Works should use the fund number (i.e., 102) as the first three characters of their name.

Next select a **special factor** that represents this priority package from the drop down box, and in the next field enter the **percentage of the package that supports that factor.**

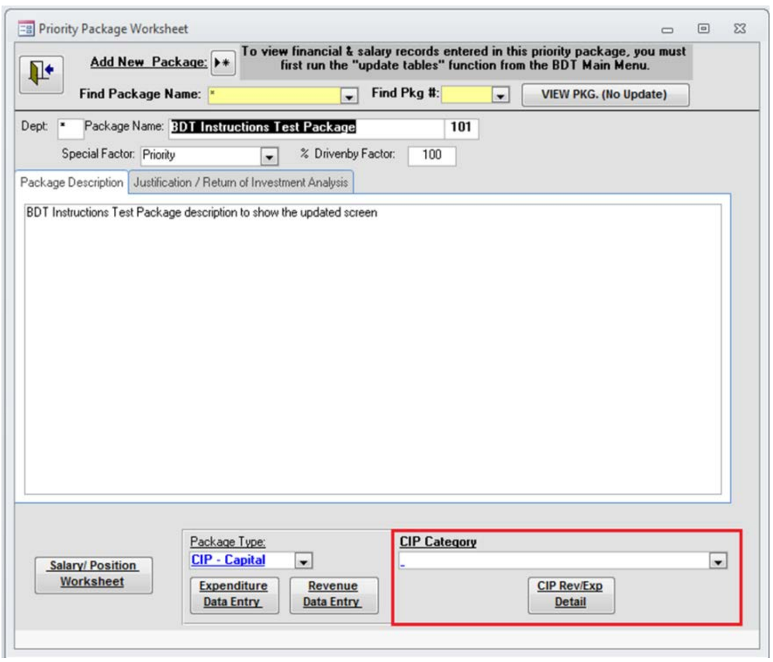
Fill in the **Description** and **Justification/Return of Investment Analysis** fields. The combined length of these fields should be limited to three pages. See the Budget Instructions for recommendations on what to enter and how to format these fields.

Priority Package Worksheet (Continued)

SALARY POSITION WORKSHEET: This button on the priority package data entry screen opens up detail screens to **Add Positions** or **Edit/Allocate Existing Positions** assigned to this priority package. (The process for editing and assigning positions to priority packages is explained in the SALARY POSITION WORKSHEET section of these instructions.) The expenditure accounts for Regular Salaries Object 1011 and Benefits Object 2013 are calculated based on the information pulled from Highline and/or edited in these Salary Position Worksheet screens. The calculations CANNOT be overridden; make changes to salaries and benefits through the Salary Position Worksheet.

REVENUE/EXPENDITURE DETAIL: Before clicking the **Expenditure** or **Revenue** detail buttons, first select the **Package Type** from the drop down box.

The type is STANDARD, CIP–CAPITAL or SERVICE LEVEL REDUCTION. Use the CIP-Capital type to enter those costs that are to be capitalized. When CIP-Capital Package Type is chosen, a CIP Category section will appear.



If your department has chosen to use categories, choose from the drop down list. In a CIP-Capital package, dollars are entered into the year it is anticipated they will be expended but only the dollars in the current budget year field are appropriated. All other costs should be entered using the STANDARD package type. The SERVICE LEVEL REDUCTION should be used to enter your reduction package(s).

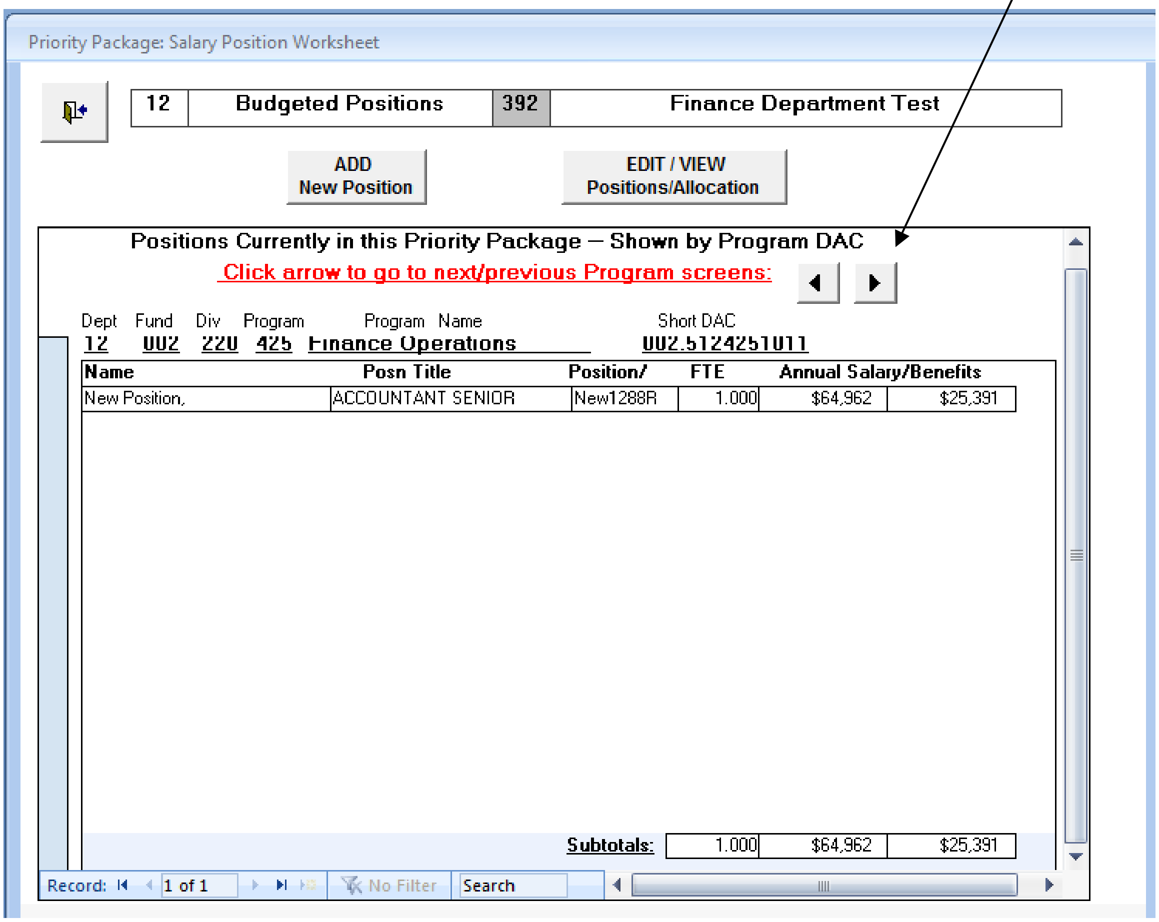
Suggestion!

Select "View Package (no update)" to view a priority package's text or current saved data. To view a new priority package or changes entered in an existing priority package for position, revenue or expenditures, you must run the "update tables" function from the main menu. To save time, you may want to wait until you've completed data entry for multiple packages before updating tables.

Priority Package - Salary Position Worksheet

The FTE information is based on data extracted from Highline, which is done late in May. Each department is responsible for insuring that their position data is accurate. Note that positions are budgeted at the approved position code level which may differ from the current assignment level. See the 2016 Budget Instructions for additional information on FTEs, salaries and benefits.

This screen opens when you click on the **Salary Position Worksheet** button on the Priority Package Screen. It shows a view of all the positions currently assigned to this priority package. If there are multiple programs within the package, select the < > buttons to scroll through the programs.

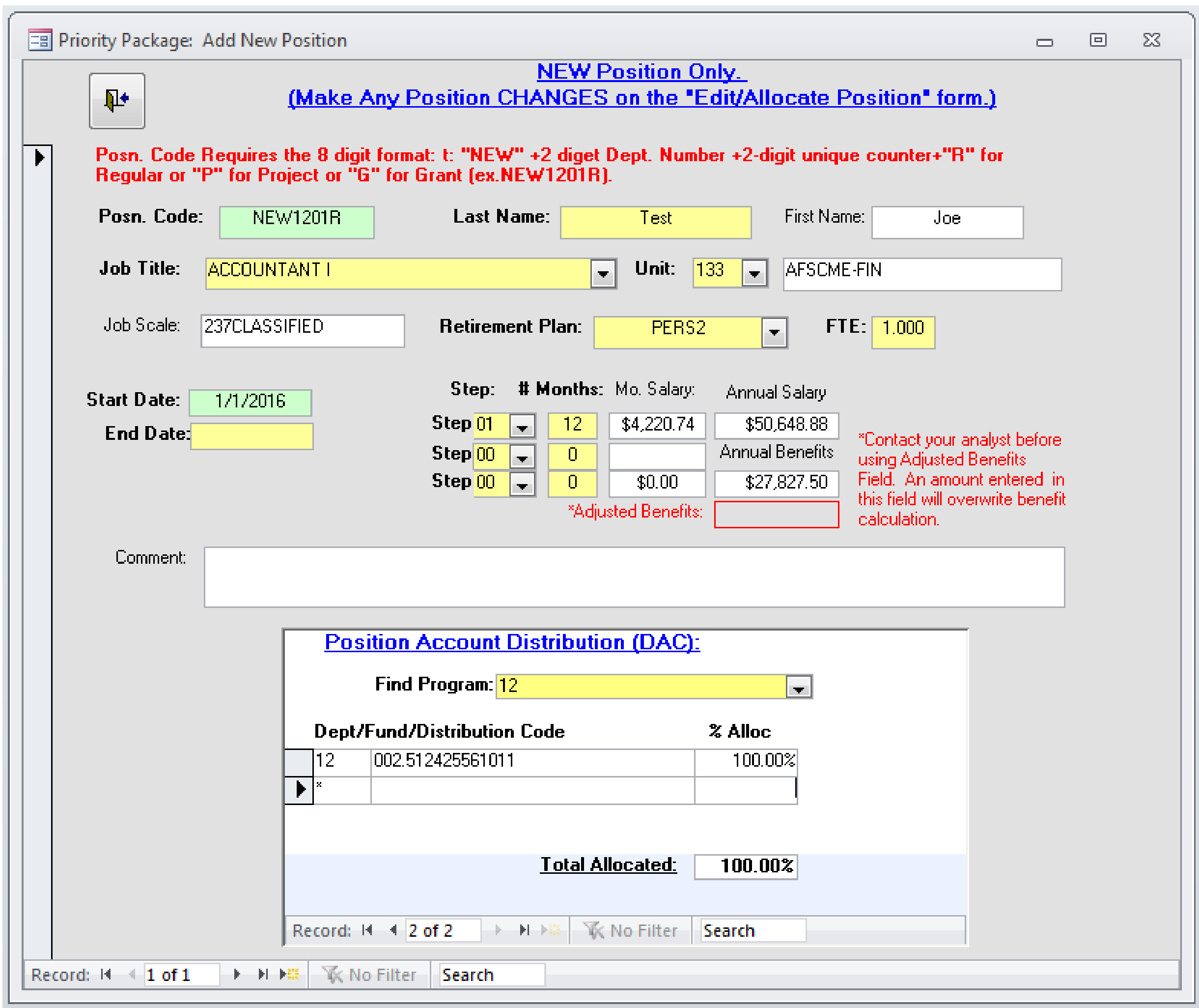


To add a new position, select the “**Add New Position**” button.

To edit a position or change the account distribution (DAC), click on the **“Edit/View Positions/Allocation”** button at the top of the screen.

Priority Package - Salary Position Worksheet
Add New Position Worksheet

This worksheet is accessed from the “Add New Position” button on the Salary Position Worksheet screen and is used to add **NEW POSITIONS ONLY**. (Once you’ve exited this screen, the position can no longer be viewed from this section. After you run the “Update Tables” function on the Main Menu, the newly created position will be included on the View Positions listing and can be edited in the “Edit/View Positions/Allocations” section of the Salary Position Worksheet.)



Position Code - The REQUIRED 8-digit format for new positions is: NEW+ 2-digit dept number (ex. 06 for Public Works) + 2 digit department unique counter + "R" for Regular or "P" for Project (**ex. NEW1201R**).

The **Employee Name** defaults to “New Position” or you may type in a name. Select **Job Title** from the drop down box. The **Job Scale** for the position selected will fill in automatically.

Priority Package - Salary Position Worksheet
Add New Position Worksheet (Continued)

Select the Bargaining Unit from the **Unit** drop down box. Select the retirement plan for the position from the drop down box.

Type in the **FTE.** (The FTE must be 1.0 or less).

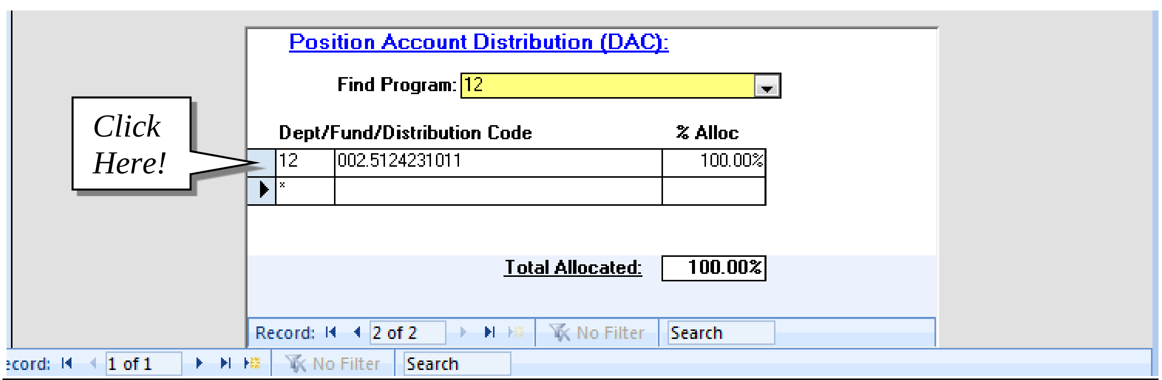
Type in the **Start and End date** for this position. (If this is a project position, an **End Date is required.**)

Select the position's first, second and third **step** from the drop down boxes. New positions should start at Step 01. (If the position will be at step 01 for 12 months, it is not necessary to fill in the second and third step.) Fill in the **number of months** the position will be at each step in 2016. The monthly and annual salary and annual benefits will calculate automatically.

Provide detailed justification for adding this position in the C**omments** field.

Next, go to the Position Account Distribution section at the bottom of the screen, and select the **Account Program(s)** that will fund this position from the drop down box. Enter the **percentage of the position that is to be allocated** to this program.
New positions are automatically assigned to the priority package they are created in.

The position can be allocated to as many programs and/or priority packages as you wish, as long as the total allocation equals 100%.

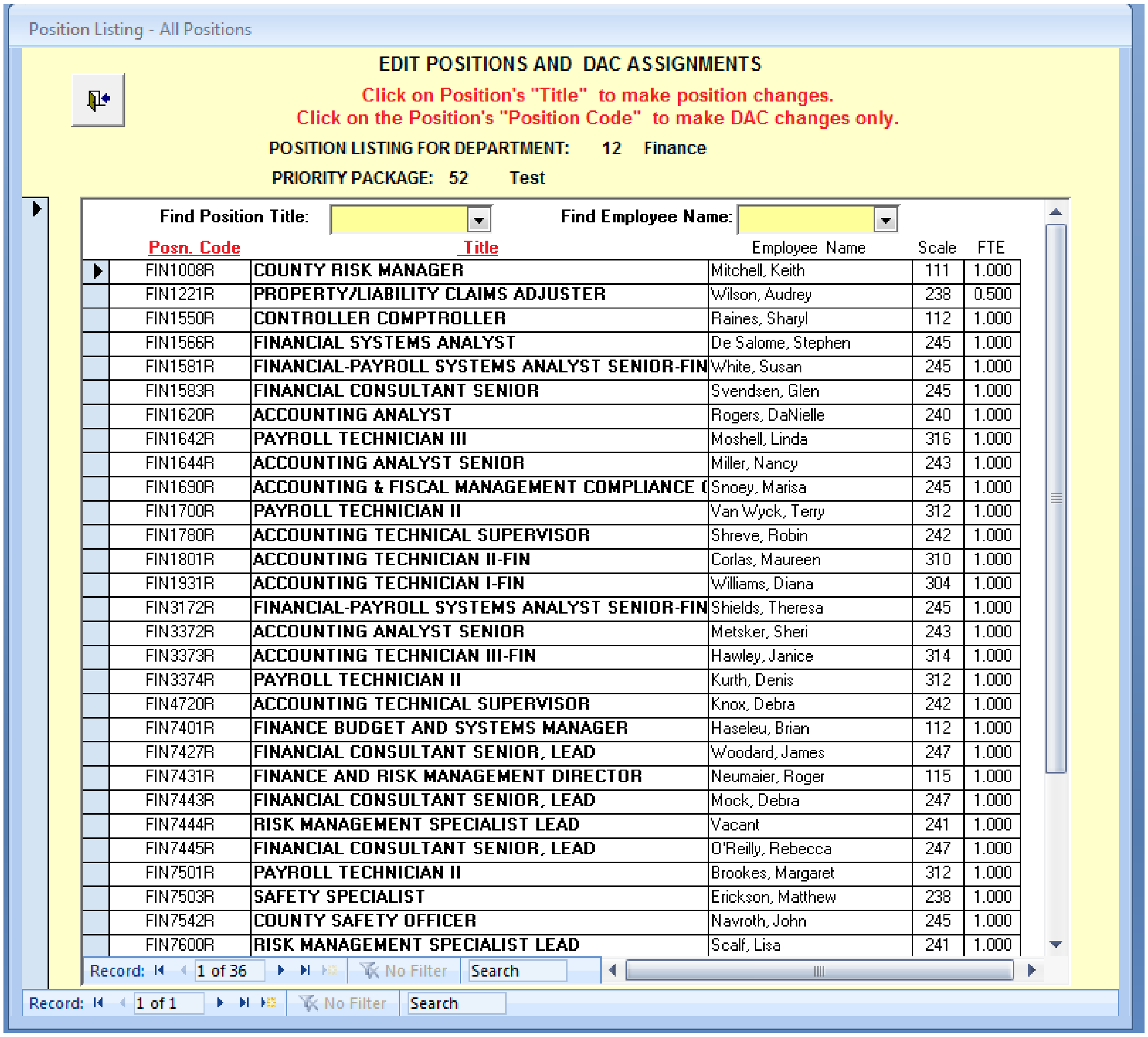


Hint! If you have allocated 100% of the position to your Program DACs and still get a "DAC Missing" error message when you exit this screen, it's because an empty row has been activated. Click on a row that has a valid DAC and you'll be able to close the screen.

Priority Package - Salary Position Worksheet
Edit/Allocate Positions Worksheet

This screen is accessed by selecting the "**Edit/View Positions/Allocation**" button from the Priority Package Salary Position Worksheet. Use this screen to UPDATE existing positions. When positions are added or changed, the revision will show here after the "Update Tables" function is run from the Main Menu.

Positions on this screen are sorted by position number. To find a specific employee or position title, use one of the drop down selection boxes.


Position Listing - All Positions

EDIT POSITIONS AND DAC ASSIGNMENTS

Click on Position's "Title" to make position changes.
Click on the Position's "Position Code" to make DAC changes only.

POSITION LISTING FOR DEPARTMENT: 12 Finance

PRIORITY PACKAGE: 52 Test

Find Position Title: Find Employee Name:

Posn. Code	Title	Employee Name	Scale	FTE
FIN1008R	COUNTY RISK MANAGER	Mitchell, Keith	111	1.000
FIN1221R	PROPERTY/LIABILITY CLAIMS ADJUSTER	Wilson, Audrey	238	0.500
FIN1550R	CONTROLLER COMPTROLLER	Raines, Sharyl	112	1.000
FIN1566R	FINANCIAL SYSTEMS ANALYST	De Salome, Stephen	245	1.000
FIN1581R	FINANCIAL-PAYROLL SYSTEMS ANALYST SENIOR-FIN	White, Susan	245	1.000
FIN1583R	FINANCIAL CONSULTANT SENIOR	Svendsen, Glen	245	1.000
FIN1620R	ACCOUNTING ANALYST	Rogers, DaNielle	240	1.000
FIN1642R	PAYROLL TECHNICIAN III	Moshell, Linda	316	1.000
FIN1644R	ACCOUNTING ANALYST SENIOR	Miller, Nancy	243	1.000
FIN1690R	ACCOUNTING & FISCAL MANAGEMENT COMPLIANCE (	Snoey, Marisa	245	1.000
FIN1700R	PAYROLL TECHNICIAN II	Van Wyck, Terry	312	1.000
FIN1780R	ACCOUNTING TECHNICAL SUPERVISOR	Shreve, Robin	242	1.000
FIN1801R	ACCOUNTING TECHNICIAN II-FIN	Corlas, Maureen	310	1.000
FIN1931R	ACCOUNTING TECHNICIAN I-FIN	Williams, Diana	304	1.000
FIN3172R	FINANCIAL-PAYROLL SYSTEMS ANALYST SENIOR-FIN	Shields, Theresa	245	1.000
FIN3372R	ACCOUNTING ANALYST SENIOR	Metsker, Sheri	243	1.000
FIN3373R	ACCOUNTING TECHNICIAN III-FIN	Hawley, Janice	314	1.000
FIN3374R	PAYROLL TECHNICIAN II	Kurth, Denis	312	1.000
FIN4720R	ACCOUNTING TECHNICAL SUPERVISOR	Knox, Debra	242	1.000
FIN7401R	FINANCE BUDGET AND SYSTEMS MANAGER	Haseleu, Brian	112	1.000
FIN7427R	FINANCIAL CONSULTANT SENIOR, LEAD	Woodard, James	247	1.000
FIN7431R	FINANCE AND RISK MANAGEMENT DIRECTOR	Neumaier, Roger	115	1.000
FIN7443R	FINANCIAL CONSULTANT SENIOR, LEAD	Mock, Debra	247	1.000
FIN7444R	RISK MANAGEMENT SPECIALIST LEAD	Vacant	241	1.000
FIN7445R	FINANCIAL CONSULTANT SENIOR, LEAD	O'Reilly, Rebecca	247	1.000
FIN7501R	PAYROLL TECHNICIAN II	Brookes, Margaret	312	1.000
FIN7503R	SAFETY SPECIALIST	Erickson, Matthew	238	1.000
FIN7542R	COUNTY SAFETY OFFICER	Navroth, John	245	1.000
FIN7600R	RISK MANAGEMENT SPECIALIST LEAD	Scalf, Lisa	241	1.000

Record: 1 of 36 No Filter Search

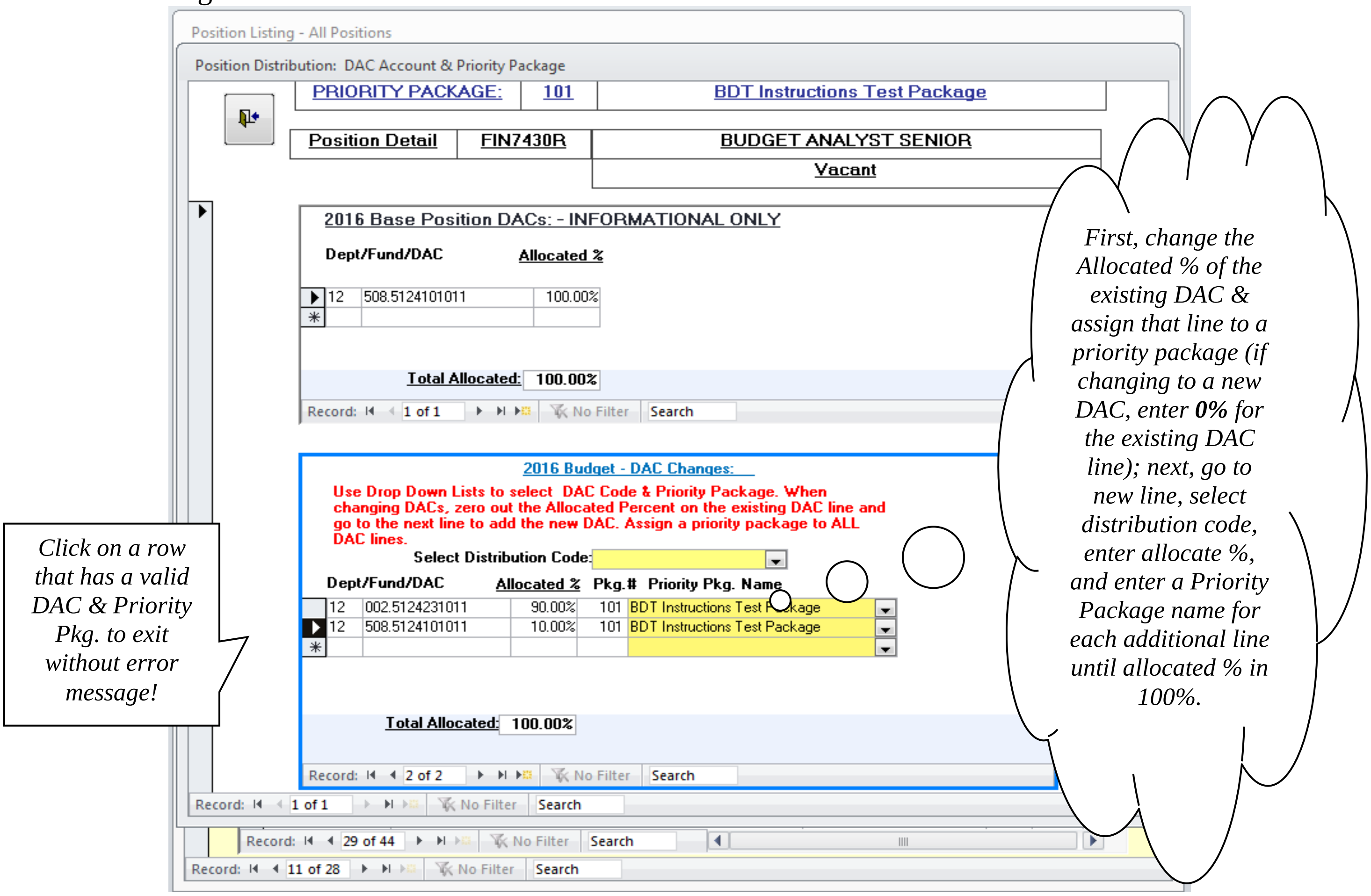
Record: 1 of 1 No Filter Search

To only allocate positions to a specific program (DAC) or assign a priority package to a position, you may click on the **Position Code** of the employee you wish to change to open the detail distribution screen.

To change or edit a position, DAC and priority package assignment click on the **Position Title** of the employee you wish to change to open the detail edit screen.

Priority Package - Salary Position Worksheet
Position Distribution Worksheet

This screen is accessed by clicking on the **Position Code** of the position you wish to change on the “Edit Positions and DAC Assignments” screen. Use this screen to allocate position costs to priority packages and to account codes. The upper box (2016 Base Position DACs) shows the original DAC assignment for the position and does not change.



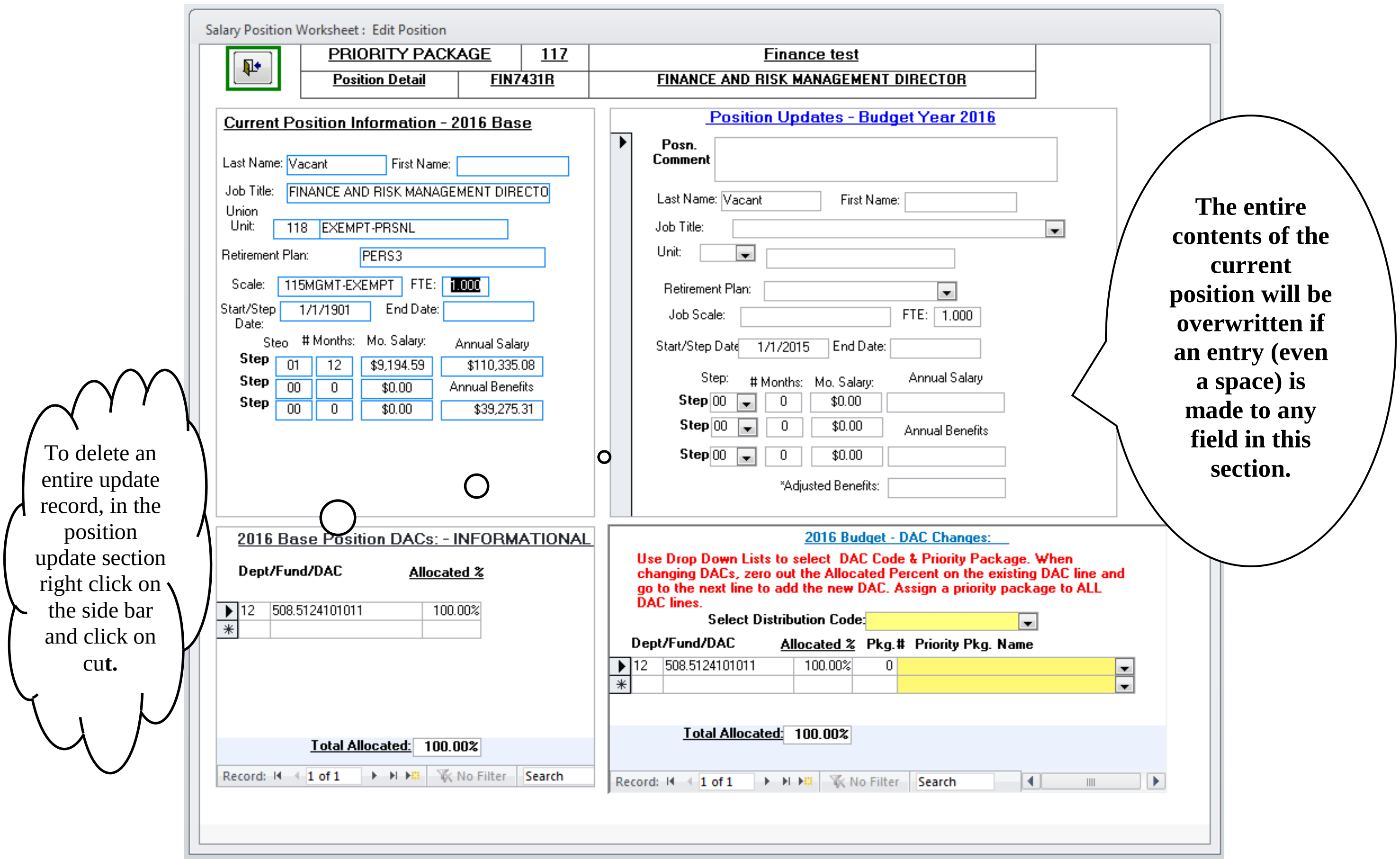
<u>To Change a DAC or the allocated percent of a DAC</u>, go to the 2016 Budget-DAC Changes section, and overwrite the percentage amount to be allocated to the existing DAC (enter 0% if moving entire position allocation to a new DAC). Next, select the priority package name from the drop down box. (The package must be created in the “Priority Package” section before it will appear in this drop down box.)

Go to the next line, select the **Program(s)** that will fund this position from the drop down box labeled “Select Distribution Code”. Next, enter the **percentage** of the position that is to be allocated to this program. In addition to assigning a distribution code, you must **assign this position to a priority package**.

A position can be allocated to as many programs and/or priority packages as you wish, so long as the total allocation equals 100%.

Priority Package - Salary Position Worksheet
Edit Existing Position Worksheet

This update screen is accessed by clicking on the **Position Title Field** in the Position Listing screen. The data on the left hand side of the screen is the original position information/DAC and will not change. Make proposed position and DAC changes to the fields on the right hand side of the form.



When editing a position in this screen, an entry must be made to EVERY field. (You cannot just change an employee's name, you must re-enter the data in every field or the existing data will be overwritten with a blank field.)

The change reason must be clearly identified in the **Comments** box.

Type in the **Employee Name**. The default is [Vacant].

Select the **Job Title** from the drop down box. The **Job Scale** for the position will fill in automatically.

Select the **Unit Code** and **Retirement Plan** from the drop down boxes

Priority Package - Salary Position Worksheet
Edit Existing Position Worksheet (continued)

Type in the **FTE.** (<u>The FTE must be 1.0 or less</u>). If the position is to be deleted on or prior to 1/1/2016 enter the FTE as 0. If the FTE will end during 2016, enter the total FTE amount here, but enter the number of months the FTE will be funded in the Months column, and fully explain the cut in the Comments section.

Enter the position **start** and **end** dates. (If no end date is entered for a project position, it will be assumed as 12/31/2016.)

Select the position's first, second and third **step** from the drop down boxes. Fill in the **number of months** the position will be at each step in 2016. (If the position will be at step 01 for 12 months, you do not need to fill in the second and third step.) The monthly and annual salary and benefits will calculate automatically. Contact your budget analyst if the position has unique benefit requirements that may make it necessary for the benefits to be adjusted.

Salary (Object 1011) and Benefit (Object 2013) are calculated automatically based on the information entered in the Position Detail section. These amounts are distributed to priority packages and programs based on the information entered in the 2016 Budget – DAC Changes section.

<u>To Change a DAC or the allocated percent of a DAC</u>, go to the 2016 Budget-DAC Changes section, and overwrite the **Percentage amount** to be allocated to the existing DAC (enter 0% if moving entire position allocation to a new DAC). Next, select the priority package name from the drop down box. (The package must be created in the "Priority Package" section before it will appear in this drop down box.)

Go to the next line, select the **Program(s)** that will fund this position from the drop down box labeled (Find Distribution Code). Next, enter the **percentage of the position** that is to be allocated to this program. In addition to assigning a distribution code, you must **assign this position to a priority package**.

A position can be allocated to as many program DACs as you wish, but only one priority package and the total allocations must equal 100%.

Priority Package Worksheet – Expenditure Detail

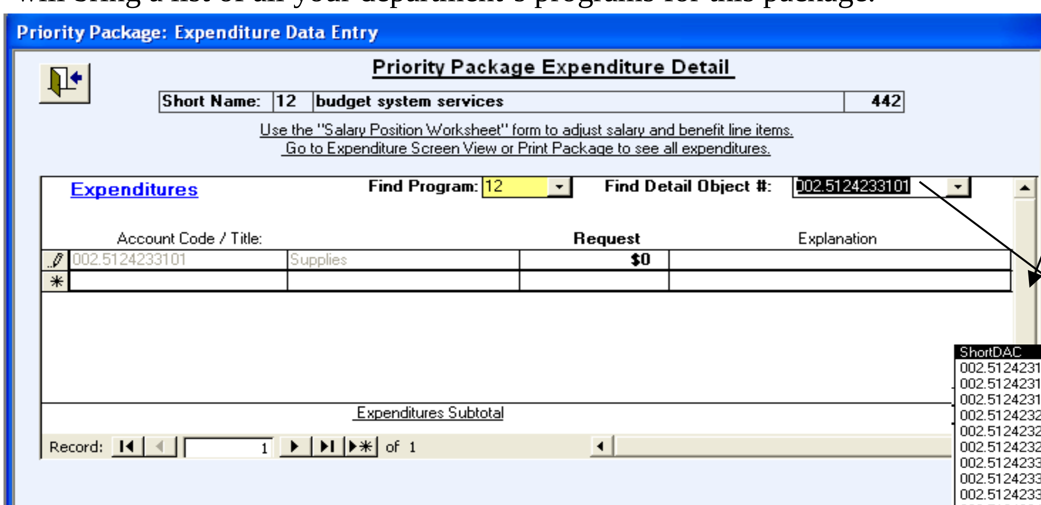
This screen is accessed from the "**Expenditure Data Entry**" button on the Priority Package worksheet screen when the data entry type "**Standard" or "Reprioritization"** is selected. This screen is used for data entry of non-salary non-preloaded overhead changes only.

The **Salary (Object 1011) and Benefit (Object 2013) Expenditures** are calculated automatically based on the information entered in the Add Position or Edit/Allocation Position sections of the BDT. The dollar amounts for these two line items CANNOT be overridden or changed unless you change the position data; therefore those two line items are not available from the detail object drop down box or shown on this data entry screen.

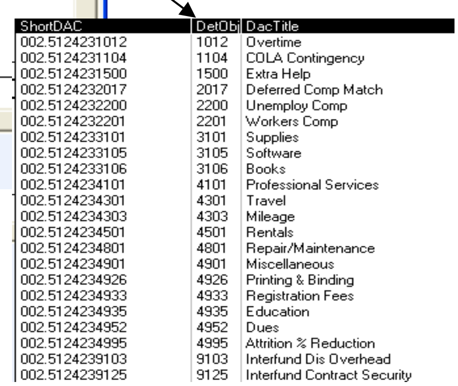
Preloaded overhead charges are part of base expenditures and have been assigned to specific programs. These line items cannot be changed and are not available from the detail object drop down box. Contact your budget analyst about changing the program distribution for preloaded line items.

Other expenditures have been loaded as part of base expenditures as explained in the 2016 Budget Instructions. Use this screen to show **INCREASES** or **DECREASES** to the base budget. A priority package can include multiple program and fund accounts. Contact your budget analyst for instructions on preparing packages that affect multiple departments.

Click on the **Find Program** drop down box to find the appropriate program code. This will bring a list of all your department's programs for this package.



Hint! Scroll up to see previously entered line items.



ShortDAC	DetObj	DacTitle
002.5124231012	1012	Overtime
002.5124231104	1104	COLA Contingency
002.5124231500	1500	Extra Help
002.5124232017	2017	Deferred Comp Match
002.5124232200	2200	Unemploy Comp
002.5124232201	2201	Workers Comp
002.5124233101	3101	Supplies
002.5124233105	3105	Software
002.5124233106	3106	Books
002.5124234101	4101	Professional Services
002.5124234301	4301	Travel
002.5124234303	4303	Mileage
002.5124234501	4501	Rentals
002.5124234801	4801	Repair/Maintenance
002.5124234901	4901	Miscellaneous
002.5124234926	4926	Printing & Binding
002.5124234933	4933	Registration Fees
002.5124234935	4935	Education
002.5124234952	4952	Dues
002.5124234995	4995	Attrition % Reduction
002.5124239103	9103	Interfund Dis Overhead
002.5124239125	9125	Interfund Contract Security

Next click on the **Find Detail Object #** drop down box. This will bring up a listing of all active Cayenta Distribution Account Codes associated with the program code. Please utilize the existing DAC structure as much as possible.

Priority Package Worksheet – Expenditure Detail (Cont.)

If you are requesting a new program or account code (that does not currently exist in Cayenta) start the process to create a new DAC by sending an e-mail request to SBF-DACS (copy your budget analyst)**.** Be aware it can take several days to review and create account codes in Cayenta; you may need to use existing DACs in your budget submittal and make adjustments later.

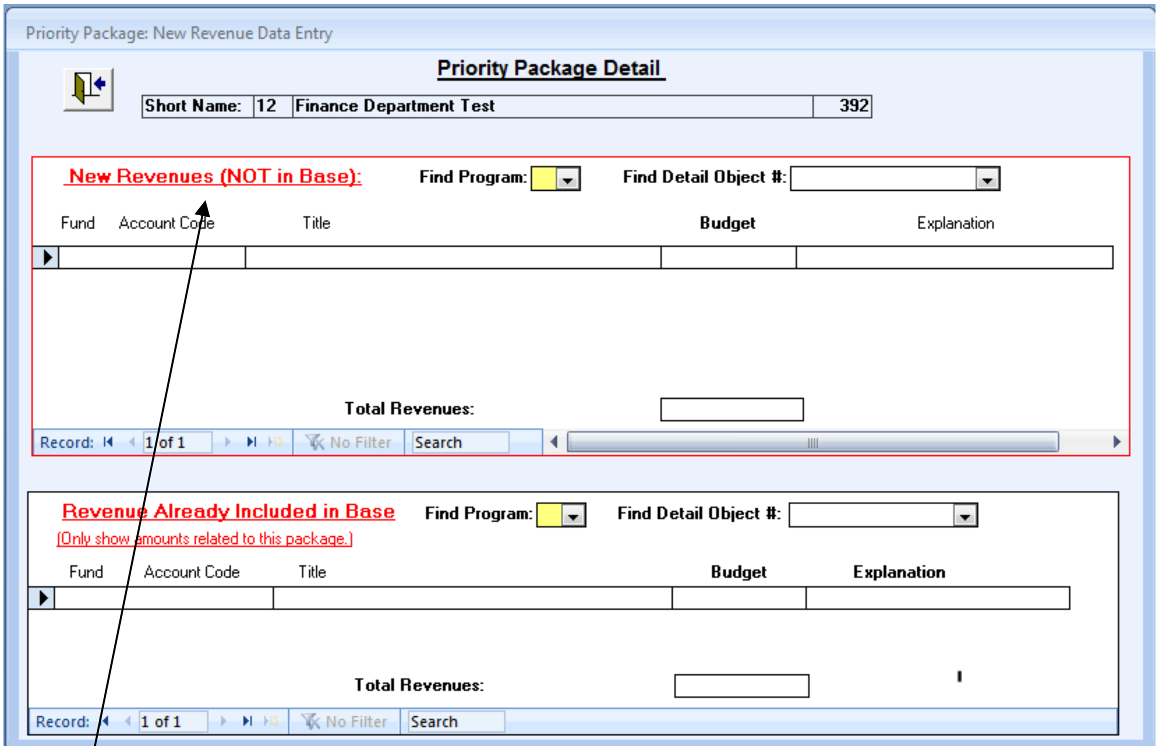
Once you've selected the distribution code, type in the amount to be charged to that line item in the "**Request**" field and enter detail information into the "**Explanation**" field.

To change a distribution code (DAC) for a line that was entered previously, place your cursor on a field in the line to be changed, and then select the new program/account code using the **Find Program** and **Find Detail Object** drop down box. The new account information will overwrite the existing record's distribution code. When entering a NEW line, be sure the cursor is on a blank line (marked with an asterisk).

Hint!
To prevent an accidental overwrite of existing data, the "Expenditures" screen automatically defaults to a new row at the bottom of your previous data entry. If previously entered line items appear to have disappeared, move the right hand scroll bar in the "Expenditures" area to the top of the section.

Priority Package Worksheet –Revenue Detail

This screen is accessed from the Priority Package worksheet screen when the data entry type “**Standard" or “”** is selected.



Revenues NOT in Base: Revenue for priority packages will only be entered for **NEW** revenue derived from this priority package. All other revenue is entered on the (Current) **Base Revenues** Form.

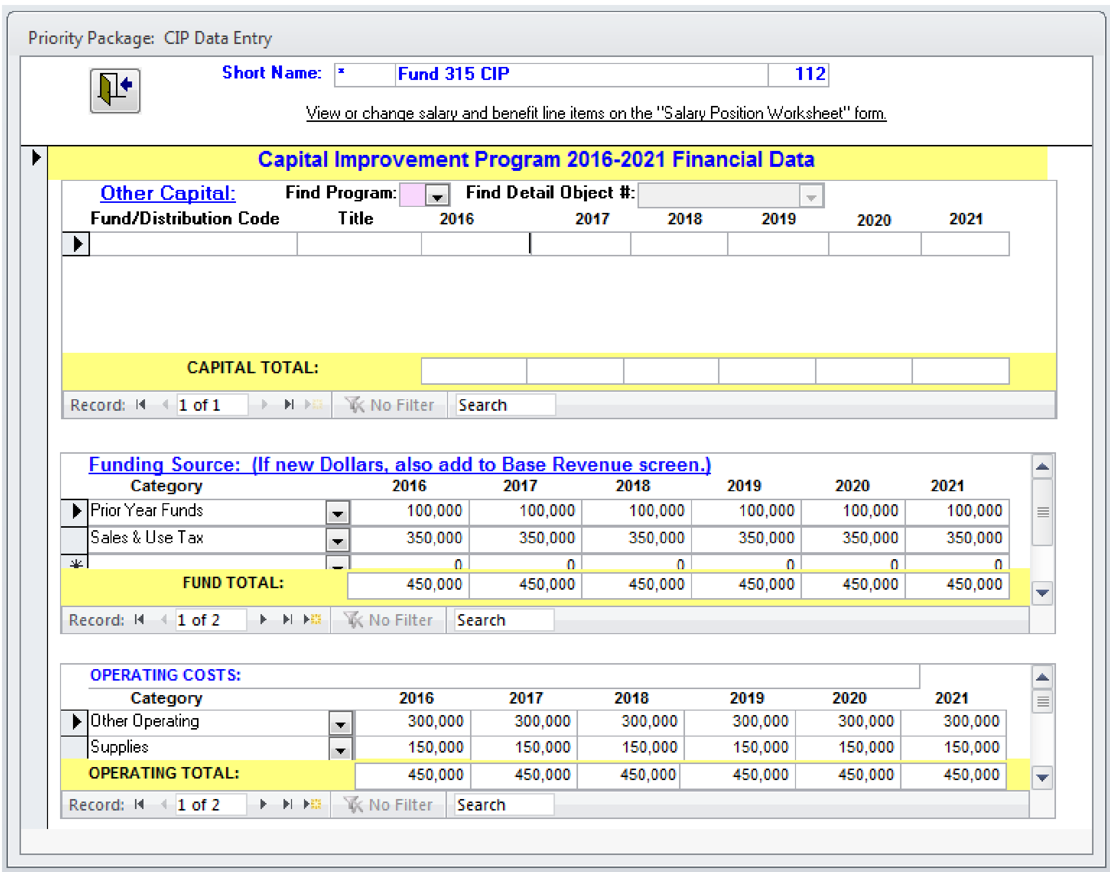
Enter revenue items at the **distribution code object level** for each item related to this priority package. Use the same drop down box procedure outlined for obtaining expenditure lines, and then enter the **amount** and detailed **description** information in the appropriate fields.

Revenues already included in Base: If revenue included in base can be directly attributed to this priority package or if revenue included in base would be lost if this priority package was not approved, enter that information in this section. Use the same drop down box procedure outlined above. When the detail line item is selected, the dollar amount previously entered in base will drop into the request amount. That dollar amount can be overwritten if only a portion of the amount is associated with this package, and the balance in the drop down box will recalculate to the revised amount. (Note – this section is informational only – changing the amount here will NOT change the revenue amount appropriated in the base budget.)

Priority Package Worksheet – CIP Capital Detail

This screen is accessed from the "**CIP Rev/Exp Detail**" button on the Priority Package Worksheet Primary Screen if the data entry type "**CIP-Capital**" is selected. Note: You can only enter this screen if CIP-Capital package type is selected in the package worksheet (reference page 6).

The screen is used for requesting non-salary line items only. If the **Salary (Object 1011) and Benefit (Object 2013) Expenditures** are an allowable Capital expense, these amounts will be calculated automatically based on the information entered in the Add Position or Edit/Allocation Position sections of the Priority Package. The dollar amounts for these two line items CANNOT be overridden or changed unless you change the position data; therefore those two line items are not shown on this screen. Salary and benefit dollars assigned to this package will be added to the current year (2016) column.



At the **<u>Other Capital</u>** section, click on the **Find Program** drop down box to find the appropriate program code. Next click on the **Find Detail Object #** drop down box. This will bring up a listing of all active Cayenta Distribution Account Codes associated with the program code. To change an existing line item account code, place your cursor on a field in the line to be changed, and then select the new program/account code using the Find Program and Find Detail Object drop down boxes. The new account information will overwrite the existing record's account code. To add a new line, place cursor on a blank line, and then select the program/account code.

Priority Package Worksheet – CIP Capital Detail (continued)

If you are requesting a new program or account code (that does not currently exist in Cayenta) start the process to create a new DAC by sending an e-mail request to SBF_DACS (copy your budget analyst)**.** Be aware that it can take several days to review and create account codes in Cayenta; you may need to use existing DACs in your budget submittal and make adjustments later.

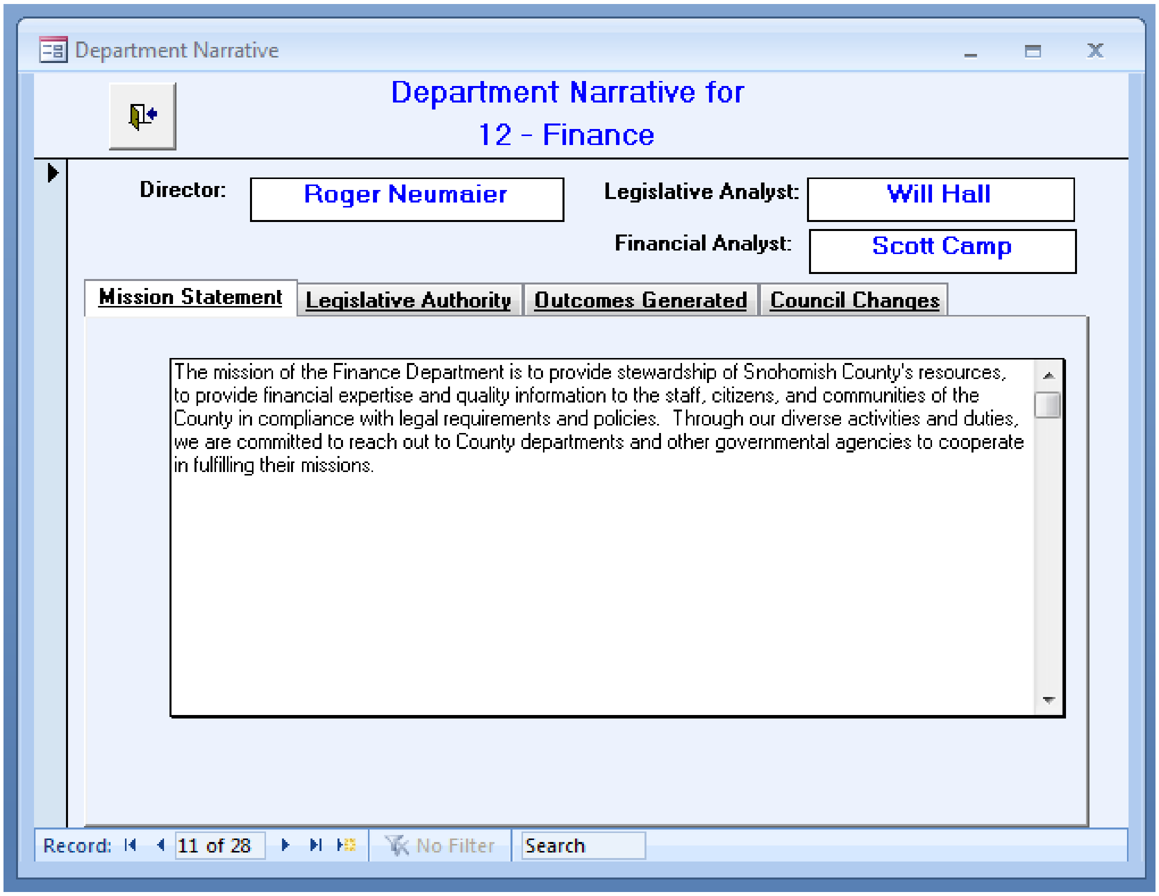
Type in the request (year 2016) and projected amounts for the next five years. Include only amounts that are capitalized in this section. Multiple program accounts can be included in one priority package. Follow the same process for each capital detail object item.

At the **Funding Source** section, select the appropriate funding source category from the drop down box, and type in the dollar amounts for the appropriate years. Follow the same process for each funding source category. Total Capital and Funding Source Amounts for each year must be equal**.** This funding source section is informational only for inclusion in the printed Capital Improvement Plan and will not affect the amount appropriated as a Base Revenue. If the CIP Priority Package includes New Revenue or any changes in the Base Revenue, use the Main Menu, Base Revenue button to record the changes and enter an explanation in that screen.

At the **Operating Costs** section, you may enter associated operating costs (informational only) for each year.

Department Narrative

This screen is accessed from the **Department Narrative** button on the Main Menu. Data was copied over from the prior year for this section.

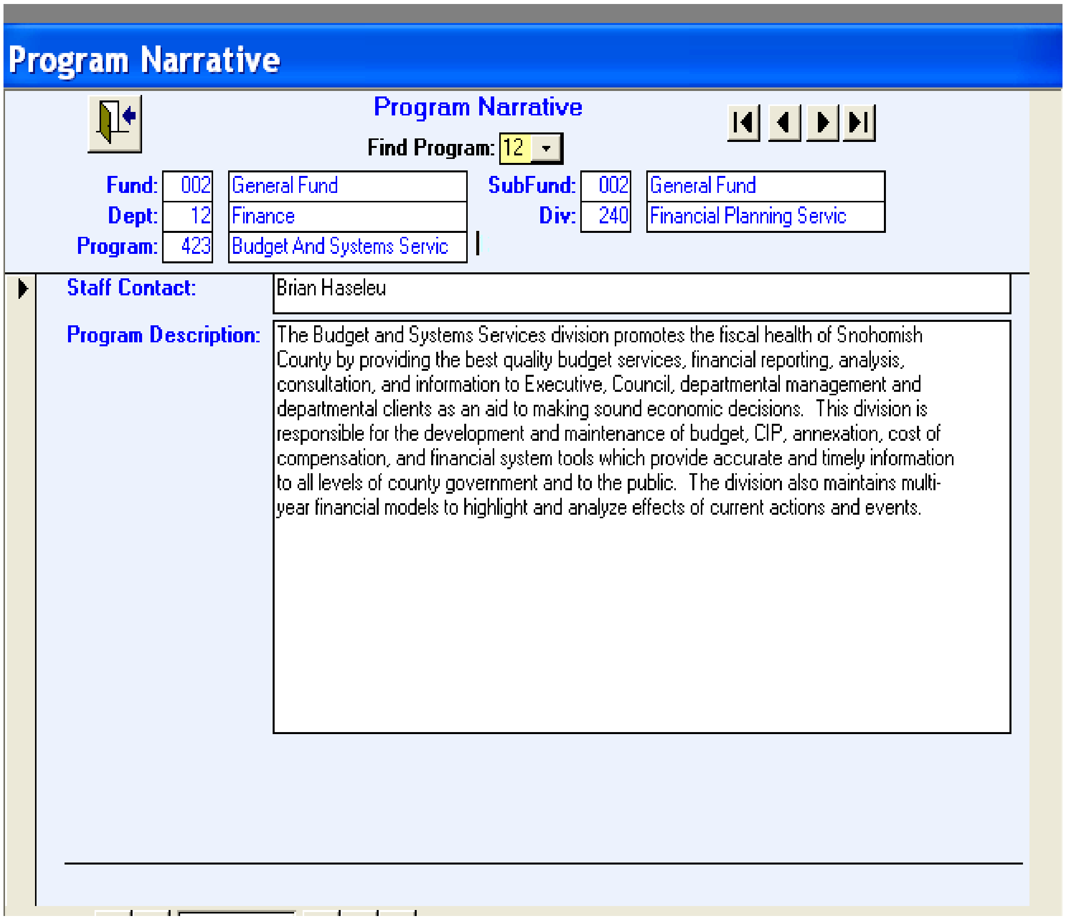


Type in the **Department Director, Legislative Analyst**, and **Finance Department Analyst Name**.

Then select the appropriate tab to update the **Mission Statement**, **Legislative Authority**, and **Outcomes Generated** sections.

Program Narrative

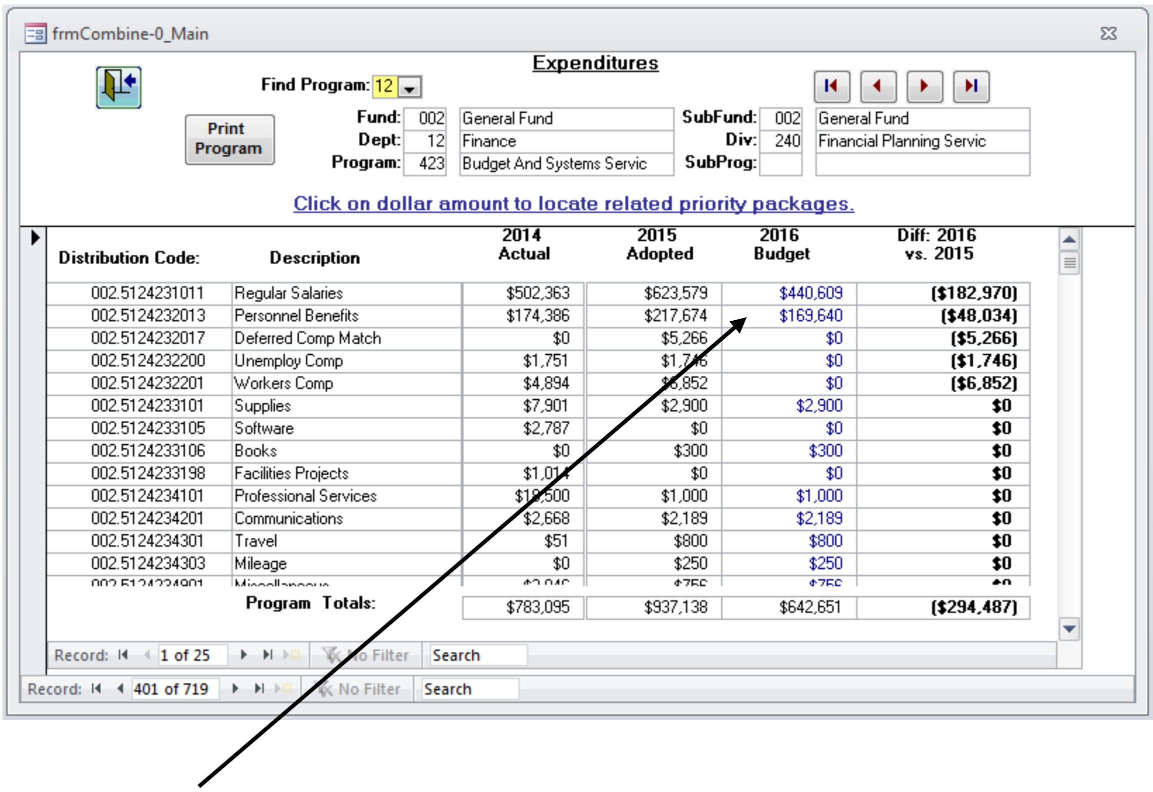
This screen is accessed from the **Program Narrative** button on the Main Menu. Use the **Find Program** drop down box or the selection arrows to locate the program account.



Data was copied over from the prior year for this section. Update the **Staff Contact and Program Description** fields as necessary.

SCREEN VIEWS
Expenditure Viewer

From the Main Menu, under the "**Screen Views**" section, click on the **Expenditure** button to see your total budget request: ALL expenditure dollars are summarized by program in this view. Run the “Update Tables” function prior to opening this screen to insure that you are viewing the most recent data.

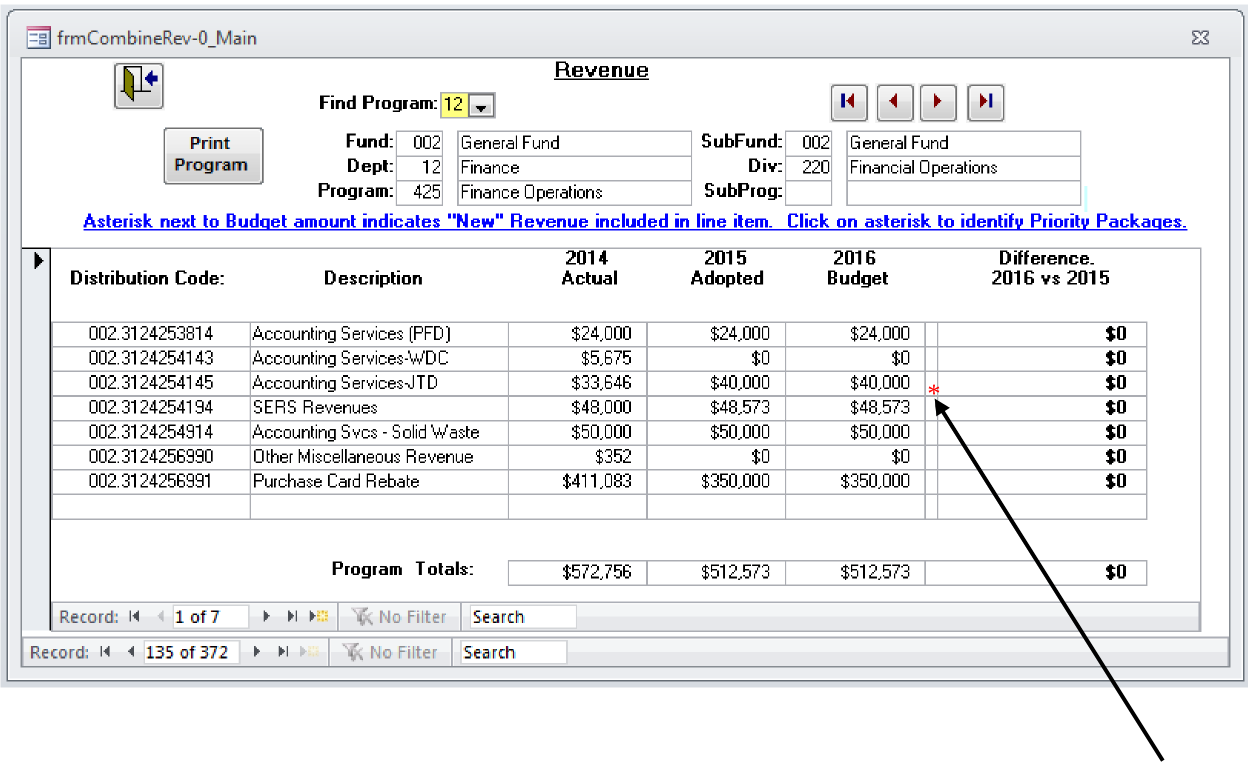


Distribution Code:	Description	2014 Actual	2015 Adopted	2016 Budget	Diff: 2016 vs. 2015
002.5124231011	Regular Salaries	$502,363	$623,579	$440,609	($182,970)
002.5124232013	Personnel Benefits	$174,386	$217,674	$169,640	($48,034)
002.5124232017	Deferred Comp Match	$0	$5,266	$0	($5,266)
002.5124232200	Unemploy Comp	$1,751	$1,746	$0	($1,746)
002.5124232201	Workers Comp	$4,894	$6,852	$0	($6,852)
002.5124233101	Supplies	$7,901	$2,900	$2,900	$0
002.5124233105	Software	$2,787	$0	$0	$0
002.5124233106	Books	$0	$300	$300	$0
002.5124233198	Facilities Projects	$1,014	$0	$0	$0
002.5124234101	Professional Services	$18,500	$1,000	$1,000	$0
002.5124234201	Communications	$2,668	$2,189	$2,189	$0
002.5124234301	Travel	$51	$800	$800	$0
002.5124234303	Mileage	$0	$250	$250	$0
Program Totals:		$783,095	$937,138	$642,651	($294,487)

Click on the **2016 Budget** dollar amount of a particular DAC line item to drill down to a listing of all associated priority packages.

SCREEN VIEWS
Revenue Viewer

From the Main Menu, under the "**Screen Views**" section, click on the **Revenue** button to see your total budget request: Base revenue and priority package amounts are summarized by program in this view. Run the "Update tables" function prior to opening this screen to insure that you are viewing the most recent data.



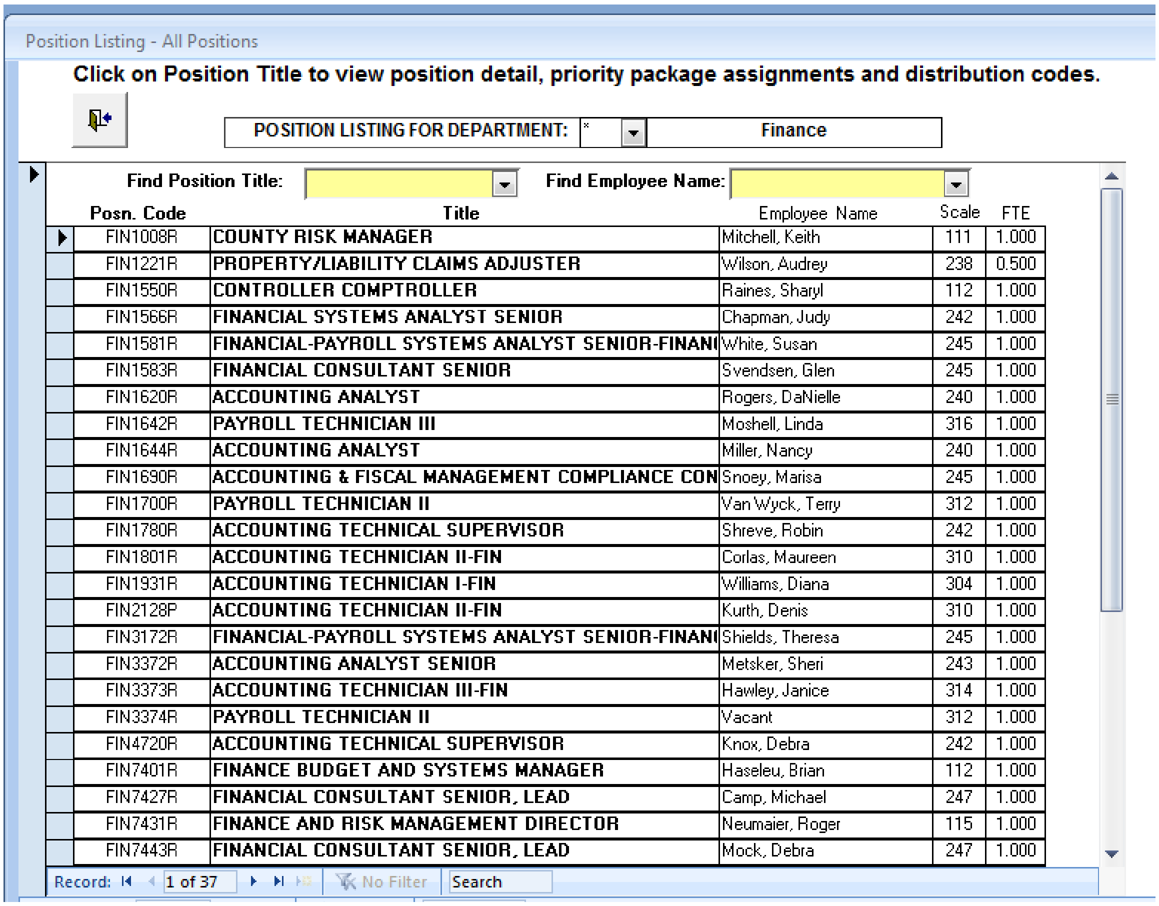
Distribution Code:	Description	2014 Actual	2015 Adopted	2016 Budget		Difference. 2016 vs 2015
002.3124253814	Accounting Services (PFD)	$24,000	$24,000	$24,000		$0
002.3124254143	Accounting Services-WDC	$5,675	$0	$0		$0
002.3124254145	Accounting Services-JTD	$33,646	$40,000	$40,000	*	$0
002.3124254194	SERS Revenues	$48,000	$48,573	$48,573		$0
002.3124254914	Accounting Svcs - Solid Waste	$50,000	$50,000	$50,000		$0
002.3124256990	Other Miscellaneous Revenue	$352	$0	$0		$0
002.3124256991	Purchase Card Rebate	$411,083	$350,000	$350,000		$0
	Program Totals:	$572,756	$512,573	$512,573		$0

If there were revenues added to the account code through a priority package, an **asterisk** will show up after the dollar amount. Click on the asterisk to drill down to a listing of all associated priority packages for that DAC account.

SCREEN VIEWS

View Positions/DAC Assignments

From the Main Menu, under the "**Screen Views**" section, click on the **View Positions DAC Assignments** button to view the allocation of salary and benefit costs to the appropriate programs. All changes to position data are entered through a priority package – see instructions under Salary Position Worksheets. Run the “Update Tables” function prior to opening this screen to insure that you are viewing the most recent data.


Position Listing - All Positions

Click on Position Title to view position detail, priority package assignments and distribution codes.

POSITION LISTING FOR DEPARTMENT: * Finance

Find Position Title: Find Employee Name:

Posn. Code	Title	Employee Name	Scale	FTE
FIN1008R	COUNTY RISK MANAGER	Mitchell, Keith	111	1.000
FIN1221R	PROPERTY/LIABILITY CLAIMS ADJUSTER	Wilson, Audrey	238	0.500
FIN1550R	CONTROLLER COMPTROLLER	Raines, Sharyl	112	1.000
FIN1566R	FINANCIAL SYSTEMS ANALYST SENIOR	Chapman, Judy	242	1.000
FIN1581R	FINANCIAL-PAYROLL SYSTEMS ANALYST SENIOR-FINAN	White, Susan	245	1.000
FIN1583R	FINANCIAL CONSULTANT SENIOR	Svendsen, Glen	245	1.000
FIN1620R	ACCOUNTING ANALYST	Rogers, DaNielle	240	1.000
FIN1642R	PAYROLL TECHNICIAN III	Moshell, Linda	316	1.000
FIN1644R	ACCOUNTING ANALYST	Miller, Nancy	240	1.000
FIN1690R	ACCOUNTING & FISCAL MANAGEMENT COMPLIANCE CON	Snoey, Marisa	245	1.000
FIN1700R	PAYROLL TECHNICIAN II	Van Wyck, Terry	312	1.000
FIN1780R	ACCOUNTING TECHNICAL SUPERVISOR	Shreve, Robin	242	1.000
FIN1801R	ACCOUNTING TECHNICIAN II-FIN	Corlas, Maureen	310	1.000
FIN1931R	ACCOUNTING TECHNICIAN I-FIN	Williams, Diana	304	1.000
FIN2128P	ACCOUNTING TECHNICIAN II-FIN	Kurth, Denis	310	1.000
FIN3172R	FINANCIAL-PAYROLL SYSTEMS ANALYST SENIOR-FINAN	Shields, Theresa	245	1.000
FIN3372R	ACCOUNTING ANALYST SENIOR	Metsker, Sheri	243	1.000
FIN3373R	ACCOUNTING TECHNICIAN III-FIN	Hawley, Janice	314	1.000
FIN3374R	PAYROLL TECHNICIAN II	Vacant	312	1.000
FIN4720R	ACCOUNTING TECHNICAL SUPERVISOR	Knox, Debra	242	1.000
FIN7401R	FINANCE BUDGET AND SYSTEMS MANAGER	Haseleu, Brian	112	1.000
FIN7427R	FINANCIAL CONSULTANT SENIOR, LEAD	Camp, Michael	247	1.000
FIN7431R	FINANCE AND RISK MANAGEMENT DIRECTOR	Neumaier, Roger	115	1.000
FIN7443R	FINANCIAL CONSULTANT SENIOR, LEAD	Mock, Debra	247	1.000

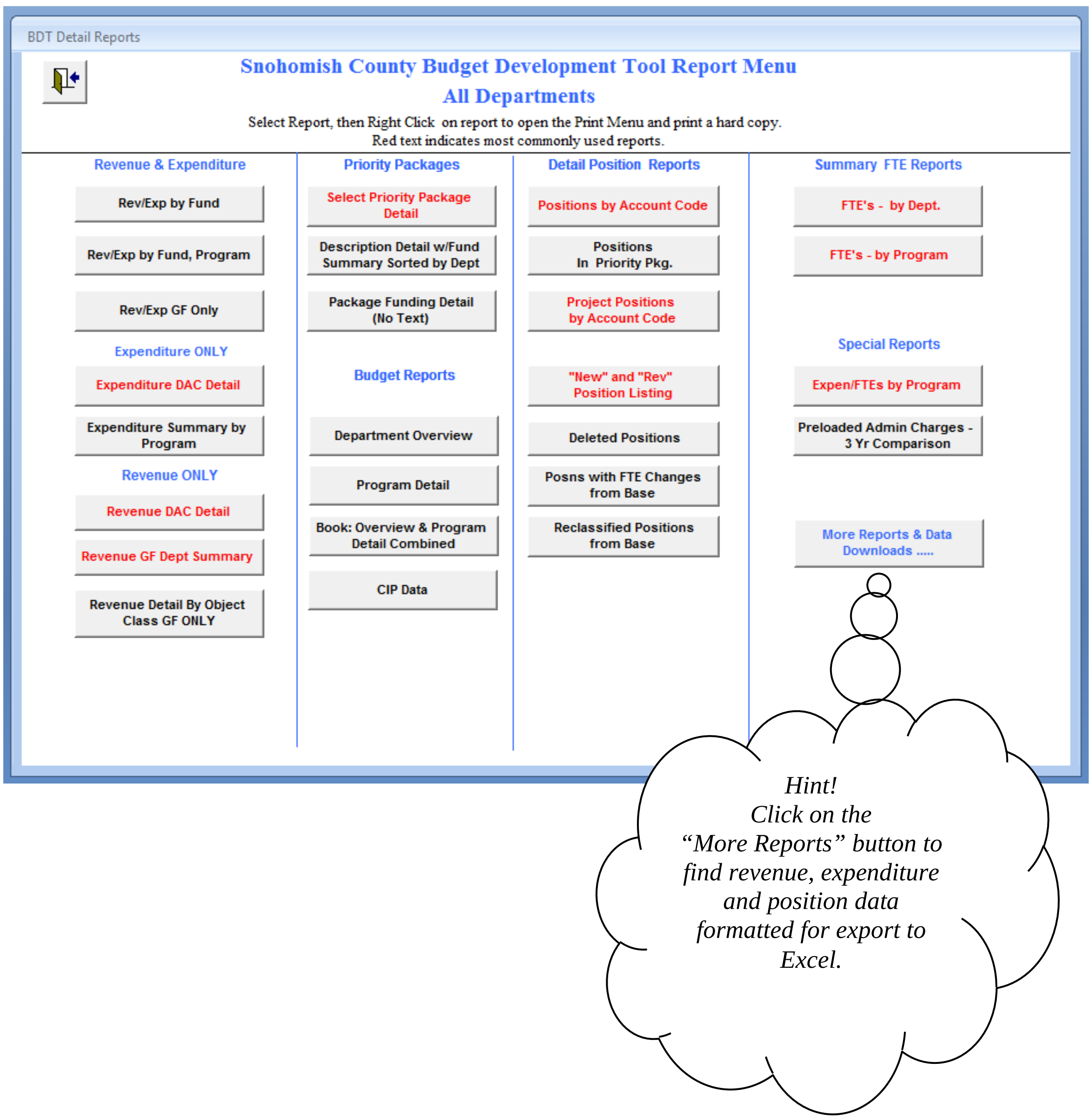
Record: 1 of 37   No Filter   Search

Click on the position title to view a position’s detail, priority package assignment and distribution codes.

Report Menus

This screen is accessed from the **Report Menu** button on the Main Menu. Run the "Update Tables" function prior to opening this screen to insure that you are viewing the most recent data. **The "Update Tables" function will not operate correctly while this menu or any reports are open**.

These detail reports are available by clicking the listed buttons. The red-lettered buttons are the most requested reports. Reports will open in "Print Preview" format. To print a hard copy of the report use the "print" button at the top of the screen or right-click on the report and select the print option.



TROUBLESHOOTING

PROBLEM	EXPLANATION/SOLUTION
"#deleted" or "tried to lock table" message	You are trying to open a report while someone else in your department is running the table update function. Press close or escape and log out of the database. Try again later.
I updated a priority package and the data isn't showing on my report.	Run the "Update Tables" function. Data entry will not show on reports or screen views until the "Update Tables" function is run.
I received an error message when I tried to Update Tables.	IMPORTANT!! If you attempt to run the update tables function while revenue/expenditure screens or report views are open by you OR another user in your department, an error will occur and the update function will need to be rerun. (No data will be lost, but your reports could show invalid information until the update function processes correctly.) The "update tables" screen gives directions on how to proceed if an error occurs.
"Wait Reports are in use" message appears, and no one in my department has reports or screen views open.	You or another user may have left a screen or report open and BDT shut down incorrectly. Run "Reset" process and reopen BDT. (ALWAYS close all reports and screens when you are through using them.)
My priority package short name doesn't show in the drop down box.	You may have included command keys (+ # or %) in your title. Contact Stephen.
I added a new position in a priority package and now I can't find it.	Go to Main menu. Run "Update Tables". Your new position should now show up and can be edited by clicking on the position title in the Edit/View Positions/Allocations Salary Position Worksheet.
I entered several DACs into a priority package and now they've disappeared.	Click on the right hand scroll bar in the area where the DACs were entered and slide up to the top of that section.
Can't see all data in field.	Press SHIFT F2 to view the Zoom screen.

TROUBLESHOOTING (continued)

PROBLEM	EXPLANATION/SOLUTION
I lost all the data I was entering into my priority package.	It is not possible to recover data if the record has not been saved. Data entered into a field is automatically saved when you move to the next field. However, when entering large amounts of data, it is a good idea to save frequently. Use [Shift] + [Enter] to save your entry and continue typing in that field. For large amounts of data entry, we recommend using Word, then copying and pasting data into the appropriate BDT field when entry is complete. Press SHIFT F2 to view the Zoom screen.
Spell-check [F7] is checking all my priority packages.	To check a specific section, highlight that section before selecting [F7].